



Agenda Date: 9/27/2017

Agenda Placement: 8F

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors

FROM: Timothy Healy - General Manager
NS-Technical Services/Engineer

REPORT BY: Matthew Lemmon, Associate Engineer - 707-258-6004

SUBJECT: Award Task Order for the Recycled Water Reservoir Improvements Project (CIP 16716)
Construction Management, Testing, and Inspection Services

RECOMMENDATION

Authorize the Purchasing Agent to execute a task order with Consolidated CM to provide Construction Management, Testing, and Inspection Services for the Recycled Water Reservoir Improvements Project (CIP 16716) in the amount of \$161,394.

EXECUTIVE SUMMARY

Consolidated CM will provide third party construction management, testing, and inspection services during construction of the Recycled Water Reservoir Improvements Project. Consolidated CM's scope of work includes providing full time staffing to monitor the contractor's work for compliance with the contract documents, quality assurance, and safety. The consultant's work also includes coordinating work, conducting project meetings, maintaining project record drawings, preparing daily inspection reports, reviewing monthly progress payments, and assistance with funding requirement compliance.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	NapaSan has secured a grant from the State Revolving Fund that will reimburse 50% of the project's construction costs and consultant costs. The project is budgeted in the 2017/18 Capital Improvement Program.

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: NapaSan staff determined that Consolidated CM was the most qualified firm to provide construction management and inspection services for the project through a competitive qualification and proposal process.

Is the general fund affected? Yes

Future fiscal impact: None.

Consequences if not approved: NapaSan staff will manage and inspect the construction project. This will impact staff's ability to complete other planned projects.

Additional Information:

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

NapaSan staff managed a competitive consultant selection and procurement process for construction management and inspection that included outreach to small and disadvantaged business entities as required by project funding sources. Requests for proposal were sent to nineteen (19) firms and two (2) firms were responsive. Based on staff review of the proposals, staff selected Consolidated CM's team as the most qualified team to perform the required services. Third-party construction management offers independent review of project issues and evaluation of solutions that best benefit the project.

SUPPORTING DOCUMENTS

A . Task Order 5

Napa Sanitation District: Approve

Reviewed By: Timothy Healy